

10 December 2024

BENNETT UNIVERSITY FEE REFUND POLICY ACADEMIC YEAR 2025-26

Bennett University Fee Refund Policy for new admission of students during the AY 2025-26 is based on Fee Refund Policy notified by University Grants Commission (UGC) vide Notification D.o.No.F.2-71/2022(CCPP-II) (c-1 14s46) dated June 12, 2024.

This Policy shall be applicable to all Programs run by the University.

Procedure

- 1.1 A student duly admitted (post payment of applicable fee) to 1st semester of any of the courses under any programme run by the University may apply for cancellation of his/her admission and/or for withdrawal from studies at any time during the academic year of admission or later.
- 1.2 Application form for Cancellation/Withdrawal must be made in the prescribed format duly signed by the student and the parent.
- 1.3 Application for cancellation of admission/withdrawal should be made by applying along with the duly filled in refund application form and signed prescribed format (Annexure A) in person by the student or his/her authorized representative. Only written applications will be accepted.
- 1.4 The application of cancellation/withdrawal of admission, to be submitted by the student to the Dean of respective school followed by VP-Marketing & Admissions and finally approved by Registrar based on their recommendations and in accordance with the policy guidelines.
- 1.5 In case a programme is called off before the start of the academic session (1st semester) due to any reason (s), full fee deposited by the student shall be refunded.
- 1.6 On receiving the approval of the Registrar and after confirming the dues, the withdrawal/cancellation application will be forwarded to the Finance department, and it shall process the refund of the fees as under:

REFUND OF TUITION FEES

The five-tier system as mentioned below for the refund of the fees deposited by the student shall be followed by the University to process the withdrawal/cancellation of new admissions:

Sr No.	Percentage of Refund of Tuition Fees**	Point of time when notice of withdrawal of admission is received in the HEI
1	100%*	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days, after the formally notified last date of admission
5	00%	More than 30 days after formally notified last date of admission

Note:

- a) The last date of admission for the AY 2025-26 shall be **30th August 2025** or as per UGC notification. The University reserves its rights to change / alter the above- mentioned last date of admission for the AY 2025-26.
- b) * In case of (1) in the table above, the University shall deduct an amount of Rs. 5,000/- as processing charges from the **REFUNDABLE** amount.

** Caution money, security deposit, tuition fee shall be refunded as per the percentage specified in the above table. No dues certificate will be required for refund of caution money/security deposit.

The Caution/Security deposits will be refunded after adjustment / clearance of dues, if any, like the following:

- Alumni Life Member Fee @1,500/- (Compulsory).
- IT Damage Charges.
- University Property Damage Charges.
- Central Library Charges.
- Academics (Lab, Department Library/book bank, CRC, etc)
- Examination Dues.
- ID Card Charges Rs. 1000/- (If not returned).
- Any other dues (Gate pass Charges/Duplicate ID Card etc).
- Any other damage to the University property for which the student is held responsible.

Further, the one-time registration fees (which includes administrative, counselling, ERP, document verification etc.) charged by the University **AFTER REGISTRATION** as applicable for the respective program shall be **NON-REFUNDABLE**.

- c) Fees shall be refunded by the University to an eligible student within fifteen working days from the date of receiving a written application from him/her in this regard.
- d) If a student who is offered BU scholarship decides to withdraw, he / she will be treated as a non-scholarship student and the withdrawal guidelines as given above will be applicable.
- e) In case, admission of student is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the University, **NO REFUND of fees is permissible**. Only the respective deposits would be refunded to the student.
- f) In case, admission of student is cancelled on account of ineligibility detected at any stage, **NO REFUND** of fees will be permissible.
- g) If after getting registered for the Programme, candidate fails to produce documentary proof of minimum educational qualification by stipulated date given by the University or discrepancy is found between academic details furnished in the application form and the original documents submitted by the candidate, the admission shall be cancelled, and the fee deposited will be forfeited except the Security Deposit.

- h) If any of the document(s) submitted by candidate to the University is found to be forged, fabricated or false during the period of his/her study or any instance of donation/unfair means is found after admission, the admission shall be cancelled immediately, fees shall be forfeited, and legal proceeding may also be initiated.

2. Transfer of fees for Admission to Other School/Department of BU:

- 2.1 In case student applies for transfer of admission from one school/department of BU to another school/department of BU, the transfer application shall be processed and if approved by the Registrar; the transfer of fees shall be as under:
- a) If the student applies for transfer of admission to another school/department of BU before commencement of the programme, then 100% fees shall be transferred.
 - b) In case the programme fees are different, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student.
- 2.2 Students will need to fill in the transfer form and seek approval from VP-Marketing & Admissions and final approval by Registrar based on their recommendations and in accordance with the policy guidelines.
- 2.3 On receiving the approval of the Registrar and after confirming the no-dues, the withdrawal/cancellation application will be forwarded to the Finance department for processing the transfer.

3. Some other important points

- 3.1 Refund shall be processed by Finance through online mode/ bank transfer after verifying all necessary documents including duly filled in application form or documents, necessary approvals and after completion of no dues process.
- 3.2 No interest shall be payable on refund of any fees.
- 3.3 The University reserves all rights to modify and amend the Fee Refund Policy.
- 3.4 In any other case which is not covered in these rules, the decision would be taken by the Vice Chancellor.
- 3.5 Any disputes in this regard are subject to the legal jurisdiction of District of Gautam Buddha Nagar, Uttar Pradesh.
- 3.6 Candidates appearing for re-examination for any subject(s) will be provided provisional admission, which will be confirmed only after the student satisfies the eligibility criteria of a particular program. In case, a candidate fails to fulfil the Eligibility Criteria after the re-exam/final exam result, the advance fee paid for provisional admission will be refunded.

Bennett University Hostel Charges & Sports Charges Refund Policy

The Bennett University Hostel Charges & Sports Charges Refund Policy will be effective from the date of the notification.

Refund of Hostel Charges

Sr. No.	Percentage of Refund of Hostel Charges	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	Before the date of commencement of sessions (as notified by BU) or date of hostel occupancy (whichever is earlier**)
2	50%	Till 7th day of commencement of sessions (as notified by BU) or 7th day of hostel occupancy (whichever is earlier **)
3	25%	8th–10th day of commencement of sessions (as notified by BU) or 10th day of hostel occupancy (whichever is earlier)
4	0%	From 11th day of commencement of sessions (as notified by BU) or 11th day of hostel occupancy (whichever is earlier **)

The following shall be the procedure for the refund of Hostel Charges in case of withdrawal from the Hostel:

1. ** The refund will also be applicable if the student fails to report on the date of commencement of the session or if the student has not occupied the hostel on the date specified for hostel occupancy."
2. A hostel room remaining vacant on account of withdrawal by an allottee student: no refund will be allowed.
3. Hostel shall have deemed to be vacated only after taking clearance from Warden/Hostel In-charge.
4. Candidates appearing for re-examination for any subject(s) will be provided provisional admission, which will be confirmed only after the student satisfies the eligibility criteria of a particular program. In case, candidate fails to fulfil the Eligibility Criteria after the re-exam result, the advance hostel charges paid for provisional admission will be refunded.
5. In case, admission of student/Hostel allocation is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the University, **NO REFUND of fees is permissible.**



Refund of Sports Charges for Non-Hostellers/Day Scholars

For the non-hostellers/day scholars, the following shall be the procedure for the refund of Sports Charges in case of withdrawal:

1. Till the date of Registration, a candidate is entitled for full refund of advance of Sport charges.
2. From the date of Registration for the program and having paid the Sports charges, the amount shall be refunded on pro-rata basis. For calculation of pro-rata deduction/refund, Semester shall be counted of 5 months duration (part of the month starting from day one will be considered full month for deduction).
3. Once registered, the refund shall be processed on completing the no due clearance issued by the Sports Officer.
4. Candidates appearing for re-examination for any subject(s) will be provided provisional admission, which will be confirmed only after the student satisfies the eligibility criteria of a particular program. In case, candidate fails to fulfil the Eligibility Criteria after the re-exam result, the advance sports charges paid for provisional admission will be refunded.


Registrar



Disclaimer:

The University reserves the right to amend the policy, including timelines and terms, at its sole discretion. Any changes shall be communicated through official channels and will be applicable from the date of notification.